




DEPARTMENT OF PUBLIC SAFETY
INTRA-DEPARTMENTAL CORRESPONDENCE



DATE: MAY 17, 2010
FROM: CHIEF FARON W. SEGOTTA 
DEPUTY SECRETARY - OPERATIONS
TO: ALL LAW ENFORCEMENT PROGRAM PERSONNEL
SUBJECT: DIRECTIVE: 2010-03
SUPREME COURT ORDER REGARDING PUBLIC
INSPECTION AND SEALING OF COURT DOCUMENTS

Beginning July 1, 2010, new Supreme Court Rules for the municipal, magistrate, metropolitan, and district courts go into effect for the purpose of public inspection and sealing of court records. A summary of the rules is as follows:

Law enforcement officers are tasked with the responsibility of concealing certain "protected personal identifier information" when filing documents and pleadings with the courts. "Protected personal identifier information" means:

1. all, but the last four (4) digits of a social security number;
2. taxpayer-identification number;
3. financial account number;
4. driver's license number; and
5. all, but the year of a person's date of birth.

Citations: Officers will **NOT** have to redact information required to be entered on uniform traffic citation forms. Under the new rules, it will be the court's responsibility to automatically seal traffic citations.

Filing with the courts all other pleadings and documents: Officers will be required to file two copies of all court documents, e.g. criminal complaint and probable cause affidavits. One copy will be clean with all personal identifier information intact. The second copy will have the "protected personal identifier information" redacted.

Example: Information must be redacted by means such as, blacking out with a marker; using whiteout; or using the X's for electronic versions. Refer to the sample below.

Un-redacted - John Smith; SS# 555-55-5555; DL# 107735; DOB: 11-11-1956
Redacted - John Smith; SS# XXX-XX-5555; DL# XXXXXX; DOB XX-XX-1956

Contact the Office of Legal Affairs, at (505) 827-9036, if further clarification is needed.

FWS:jfp